



## End-of-Year Process 2006-2007

### Verify School Calendar Dates

- From the Index, expand the System Administration folder by clicking on the plus (+) sign or by clicking on the name of the folder.
- Select the Calendar folder.
- Select the next Calendar folder.
- Choose the correct school from the drop-down list at the top of your screen.
- ★ **Verify the school's Start and End dates are accurate.**
  - These are the first and last days of school for the students.

### Ending Enrollment Records for grades PK thru 11

- Active Enrollment records for grades PK thru 11, UE, UM, and UH will be ended automatically by the OPI after June 11, 2007.
  - The student's enrollment 'End Date' will default to the school's calendar 'End Date'.
  - The student's 'End Status' will default to code "100: End of Year".
    - You do not need to mark students who are moving to another school with code 110. The OPI will get that information from the next year's enrollment record.
- ★ **AIM specialists will only need to modify student records that do not end on the last day of school.**

### Ending Enrollment Records for grade 12

- Active Enrollment records for grade 12 students will be ended automatically by the OPI after June 11, 2007.
  - The student's enrollment 'End Date' will default to the school's calendar 'End Date'.
    - Although Section 20-1-301 MCA allows seniors to have less aggregate hours and graduate early, there is no need to change the default end date on the enrollment record.
  - The student's 'End Status' will default to code "400: Graduated".
- ★ **The 'End Date' and/or 'End Status' will need to be modified for only those students that do not graduate at the end of the regular school year.**
- Graduation data must be entered for all students in grade 12 or UH who meet the district's requirements for graduation.

## Graduation Data

★ Schools may enter their 2006-2007 graduation data using the direct entry or file upload method through October 26, 2007.

- Data can be entered any time with the direct entry method. Regular graduates can be entered now and summer graduates may be added later this fall.
- The file upload format will be available after August 1, 2007.

★ Graduation data elements include 'Diploma Date', 'Diploma Type', and 'Diploma Period'.

- The 'Diploma Date' will default to the school's calendar 'End Date' (or last day of school). There is no need to change this date.
- 'Diploma Type' indicates the category of diploma the student earned.
  - GED recipients are considered dropouts unless they have completed a "district-approved high school educational program."
- 'Diploma Period' specifies whether the student graduated "on time" or "in the standard number of years". (Graduating in the standard number of years is defined as an individual completing a district's graduation requirements in four years or less from the time an individual enrolled in the 9<sup>th</sup> grade, or with an IEP allowing for more than four years to graduate.)

## List of grade 12 students

Use Advanced Search to obtain a list of all 12<sup>th</sup>-grade students.

- Select the Search tab.
- Click on Advanced Search.
- Select grade 12 from the drop-down list.



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